

PERSONNEL

General Personnel – Telephone Use By Employees

The Regional Office of Education’s telephones are for business use and purpose related to ROE programs and services. Both local and long distance telephone calls may be made by employees to support those programs and services.

It is understood that certain telephone calls (of a personal nature) may need to be made by employees during the workday. The personal calls are to be limited to family, friends, personal business, etc. and not be placed for the purpose of conversing with anyone on topics unrelated to the ROE or personal business.

Regional Office of Education employees are not to use ROE telephones to operate, manage, or run a personal business unrelated to the ROE.

All personal long distance telephone calls made by an employee may be billed to that employee regardless of the purpose of the call.

No Regional Office of Education employee is to use ROE telephones to place telephone call(s) (business or personal) and threaten, harass or in any way use inappropriate language directed at any person(s) receiving the call.

Should any ROE employee be found to be in violation of this policy, he/she may be subject to discipline including suspension without pay or even termination.